

27 NOV 1974


MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for National Intelligence
Officers
General Counsel
Legislative Counsel
Inspector General
Comptroller

SUBJECT : Computer Contingency Planning

1. The Director of Joint Computer Support has undertaken the development of a disaster contingency plan for the computer centers within the Headquarters Building. This planning effort is based on the condition that the computer facilities would be inoperable for an indeterminate period of time and would include the possible destruction of files located in the centers.

2. Preliminary to developing a systematic disaster plan, identification of those computer program systems that are critical to the mission of the Agency must be made. To establish the minimum computer power and configuration required, key characteristics of the programming systems must be known. This system documentation would include incidence of computer runs required, computer job processing resources, and input/output file characteristics.

3. To derive this basic information for the backup plan, you are asked to inventory all projects within your organization critical to the Agency's mission that use the Headquarters computer facilities. Please fill out the attached form for each critical system and return to the Director of Joint Computer Support by 5 December 1974.


V Deputy Director
for
Administration

Attachment: Project Form

cc: AO/DCI
DDA ADP Control Officer

Project Name _____

Project Number _____

Project Leader _____

OJCS Contact _____

Number of Programs _____

Backup Space Required

of Bytes _____

Programs

Load Modules

Source Modules

Data Files

of Bytes Tape or Disk

Machine Requirements

Computer System
(Batch, Interactive, GIMS, etc.)

Run Incidence
(Daily, weekly, etc.)

Amt CPU Time/Run

Amt Memory/Run

Disk Drives Required

Tape Drives Required

Terminals Required

(over)

Special Equipment (List)
(optical char reader, plotter, etc.)

Maximum turnaround (hours)

Describe current backup/recovery capabilities (if any):
